

Extension Request for Real Estate Closing Process

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension regarding the closing process for the property located at [Property Address]. Due to [brief explanation for the request, e.g., unexpected delays, financing issues, etc.], I kindly ask for an extension of [number of days/weeks] to complete the necessary procedures.

Your understanding and assistance in this matter would be greatly appreciated. Please let me know at your earliest convenience if this request can be accommodated.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]